



# Plattsburgh, New York

Randal J. Stone  
Fire Chief

Plattsburgh Fire Department  
65 Cornelia Street  
Plattsburgh, NY 12901  
Tel: 518-561-5965  
Fax: 518-561-8236  
stoner@cityofplattsburgh-ny.gov

## MEMO

**TO:** Mayor James Calnon  
Members of the Common Council

**FROM:** Assistant Fire Chief, Randal Stone

**DATE:** October 23, 2014

**RE:** Fire and Ambulance Responses

For this two week period: Thursday, October 9, 2014 to Wednesday, October 22, 2014  
our Department has responded to the following:

### Fire Calls

#### 41

- 1 building fire
- 16 system activations
- 7 EMS assist
- 9 MVA
- 1 arcing
- 1 water/steam leak
- 1 unauthorized burning
- 1 refrigeration leak
- 1 water craft rescue
- 1 motorcycle fire
- 1 excessive heat
- 1 oil or other combustible liquid spill

### Ambulance Calls

**103**

### Mutual Aid by CVPH

**23**

**October 2, 2014**  
**WORK SESSION OF THE COMMON COUNCIL**  
**CITY OF PLATTSBURGH**  
**MINUTES**

Meeting commenced at **5:10 pm**.

**Present:** Mayor Calnon, Councilors Rachelle Armstrong (W1), Dale Dowdle (W3), Paul O'Connell (W4), Becky Kasper (W5), Joshua Kretser (W6)

**Absent:** Councilor Mike Kelly (W2)

**Item 1: Ideas for a city marina:**

**Mayor Calnon** reported on options reviewed during the past few weeks. Discussions have taken place with Burlington marina. Proposal is for a four phase project starting with 32 slips and 25 moorings. An underwater survey remains to be done for the Army Corp of Engineers application. This is scheduled for 10/03/14. Our BIG grant plus supplements would cover costs. Balance of docks would need funding. After permit is granted city could request adjustments (i.e.: deeper slips for bigger boats).

**Kevin Farrington** anticipates application approval is nearing since it was submitted approximately one year ago.

**Councilor Kretser** asked if number of docks could be added and if they will be floating. Mayor said yes to both but reminded they will have electricity and plumbing. Will be removed in winter.

**Councilor Dowdle** asked about time line of A.C. of Eng. Application.

**Councilor Kretser** asked if city could start beyond Phase I and can infrastructure of building be reconfigured.

**Mayor Calnon** responded that in a sense this is tempting but by starting slow there would be a minimal way out. He also spoke of possibly doing a breakwater. The building needs remediation, clean-up, some sheet rock. No bids needed.

**Kevin Farrington** estimated \$1,000 to re-purpose building or another option would be a major redo. Mayor suggested a \$90,000 pkg.

**Councilor Kasper** asked if grant money covers cost of docks.

**Mayor Calnon** said grant would fund staff and debt service with a quick payback to fund an events person to concentrate on this area. Mayor told of speaking with two dock companies and he has signed a small consulting contract to get us an idea of the four phases. Dock Drs. to provide revenue projections.

**Steve Peters** provided information on expenses and revenues. Electrical and water costs are unknown. \$122,000 expenses/\$150,000 revenues. Possible RFP for a private operator. We are doing the work; our grant, our docks, our building. We could then turn over to an operator or keep running ourselves.

Conversation continued and surrounded costs for a season of May to October, cost per foot, rates are generally fixed, no wrapping/storage, fuel or food. Not to be a full service marina. All docking would be for transients.

**Mayor Calnon** expressed not being sure if we would turn over yet we may see an operation that grows to a size beyond our expertise, city won't be locked in, time is restricting for someone else to bid. Also, this will be a capital expense (debt service payment), recommends full front office with space for possible future event planner.

**Kevin Farrington** noted we are not marina experts, much communication transpired with Burlington marina. He stressed cleanliness of bathroom facilities to be successful.

Handouts provided: Marina budget impact for 2015, marina installation and management report and a three page report from Superintendent of Recreation dated September 25, 2014.

**Item 2: Liaison Reports:**

Provided per agenda.

**Item 3: Mayor's Budget:** copies provided. Public Hearing scheduled for October 16, 2014

**Item 4: Environmental Advisory Group:**

**Councilor Kasper** (Director of Public Service) at Plattsburgh State has asked this advisory group to think of city's future pertaining to climate change. How to mitigate climate change, asked for recommendations and solutions for climate adaptation. Center for Public Service has funding to help educate and plan. Will present in January 2015 and to include Town of Plattsburgh. **Councilor Kasper** expressed concern that as a culture we are not feeling greatly impacted by climate change.

**Councilor O'Connell** asked about providing names to the Mayor to be on the Charter Commission. Need to be appointed before Election Day.

**Mayor Calnon** has about 35 names but hopes to have more.

**Meeting adjourned to Executive Session at 6:15pm**

**Returned to Regular Session at 7:17pm**

**Meeting ended at 7:20 pm**

[Minutes recorded and submitted by Councilor Dowdle]

CITY OF PLATTSBURGH, NEW YORK  
OFFICE OF THE CITY CLERK

Following is a complete statement of all monies received during the month of:

"SEPT14

REVENUE SOURCE	CITY REVENUE	DUE OTHERS	TOTAL
Bingo Licenses (City) 25-2540	0.00		0.00
Bingo Licenses (State) 1-0632	0.00		0.00
Bingo License Fees 3% 25-2540	261.44		261.44
Building Permits 25-2555	6446.44		6446.44
Circus License 25-2502	0.00		0.00
City Code 12-1255	0.00		0.00
Code Civil Compromise 26-2614	150.00		150.00
Contractor Fees 25-2557	175.00		175.00
Dog Licenses 25-2542	275.00		275.00
State Neuter/Spay surcharge		42.00	42.00
Extract of Records 12-1255	49.50		49.50
Game of Chance Lic. (City) 25-2541	10.00		10.00
Game of Chance Lic. (State) 1-0632	15.00		15.00
Gas Permits 15-1540	25.00		25.00
Going Out of Business Lic 25-2509	0.00		0.00
Hauler's Licenses 25-2505	0.00		0.00
Housing Code 21-2110	0.00		0.00
Impound Fees 15-1550	50.00		50.00
Interest Temp 1124-2401	5.12		5.12
Jeweler's Licenses 25-2503	0.00		0.00
Marriage Licenses 25-2545	735.00	945.00	1680.00
Notary Fees 12-1255	6.00		6.00
Peddler/Vendor Licenses 25-2503	0.00		0.00
Returned Check Charges 12-1255	0.00		0.00
Sign Permits 25-2590	50.00		50.00
Specifications T-30		75.00	75.00
Special Use Permits 21-2110	0.00		0.00
Subdivision Fee 21-2110	0.00		0.00
Subdivision Ordinance 12-1255	0.00		0.00
Taxi Operator's Licenses 25-2507	400.00		400.00
Taxi Vehicle Licenses 25-2504	0.00		0.00
Tree/Stump Removal License 25-2508	0.00		0.00
Vital Statistics 16-1603	4460.00		4460.00
Zoning Ordinances 21-2110	0.00		0.00
Zoning Variances 21-2110	150.00		150.00
			0.00
<b>OTHER REVENUE</b>			
Riverwalk			
1127-2753	45.00		45.00
Auditorium			
1127-2752	0.00		0.00
Centennial Plaques			
1127-2705	0.00		0.00
Lake Champlain Memorial			
1127-	0.00		0.00
<b>RECOVERED FUNDS</b>			
Telephone			
1-1410000-4414	0.00		0.00
Postage			
1-1410000-4470	7.08		7.08
Print & Copy			
1-1410000-4431	0.00		0.00
<hr/>			
<b>DISBURSEMENTS:</b>	<b>\$13,315.58</b>	<b>\$1,062.00</b>	<b>\$14,377.58</b>
N.Y.S. Dept of Health	\$945.00	Check No 1330	
N.Y.S. Dept of Ag & Mkts	\$42.00	Check No 1331	
		Total Paid Others:	\$987.00
<b>ADJUSTMENT: None</b>			<b>\$0.00</b>
Chamberlain (Spec. Deposits)	\$75.00	Check No 1332	
Chamberlain (Net Revenues)	\$13,315.58	Check No 1333	
		Amount Due City Chamberlain:	\$13,390.58
<hr/>			
			\$14,377.58

Dated at Plattsburgh, New York



Sylvia Parrotte,  
City Clerk

16-Oct-14





# Plattsburgh, New York

Building & Zoning Department  
41 City Hall Place  
Plattsburgh, New York 12901  
Ph: 518-563-7707  
Fax: 518-563-6426

October 21, 2014

Mayor James Calnon  
And  
Members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Dear Mayor & Common Council:

At the regular meeting of the Zoning Board of Appeals held on October 20, 2014, below please find the results of that meeting:

<u>APPEAL</u>	<u>APPLICANT</u>	<u>REQUEST</u>
2007	TRACY VICORY-ROSENQUEST AND CHRIS ROSENQUEST 92 BRINKERHOFF STREET	CLASS B VARIANCE PARKING DEFICIENCY DUE TO COFFEE SHOP <b>POSTPONED</b>
2008	TRACY VICORY-ROSENQUEST AND CHRIS ROSENQUEST 92 BRINKERHOFF STREET	CLASS A VARIANCE OPERATE A COFFEE SHOP IN A FIVE BEDROOM BED AND BREAKFAST <b>POSTPONED</b>
2014	GARRANDS MOTORSPORT 52 BOYNTON AVENUE	CLASS A VARIANCE REQUEST TO OPERATE RECREATION VEHICLE SALES & SERVICE IN INDUSTRIAL DISTRICT <b>POSTPONED</b>
2017	ICON-HEATHER MOORE (CVPH) 75 BEEKMAN STREET	CLASS B VARIANCE SIGNAGE IN RESIDENTIAL DISTRICT <b>APPROVED</b>

Sincerely,

Joseph McMahon  
Building Inspector  
/dn  
CC: City Clerk



# Plattsburgh, New York

Jonathan P. Ruff, P.E.  
Environmental Manager

41 City Hall Place  
Plattsburgh, NY 12901  
Phone: 518-536-7519  
Fax: 518-563-6083  
[ruffj@cityofplattsburgh-ny.gov](mailto:ruffj@cityofplattsburgh-ny.gov)

October 9, 2014

To: Mayor Calnon and Members  
Of the Common Council

Fr: Jonathan Ruff

Re: WPCP Headworks Improvement Project  
Contract 2011-22 General

The above reference contract included a \$50,000 allowance. Only \$14,310.19 was utilized. Attached is a change order to adjust the final price down by \$35,698.81 so the contract can be closed out.

It is respectfully requested that the Common Council agree to and authorize Change Order 001G to Contract 2011-22 with Shultz Construction decreasing the total contract amount by \$35,698.81 for a final total of \$847,181.19.

Please contact me if you have any questions.

c: Dave Powell  
Richard Marks

# CHANGE ORDER

No. 001G

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**Project:** Water Pollution Control Plant  
Headworks Improvement Project  
Contract No. 1 - General

**Date:** August 20, 2014

**Owner:** City of Plattsburgh  
41 City Hall Place  
Plattsburgh, NY 12901

**Contractor:** W.M. Schultz Constuction, Inc.  
PO Box 2620  
Ballston Spa, NY 12020

**Engineer:** CDM Smith  
11 British American Blvd, Suite 200  
Latham, New York 12110

**Engineers Job #** 20738-75310

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You are directed to make the following changes in the Contract Documents:

**Description:**

Project is complete, and a deductive change order is required to remove the remaining unused amount of the Contract Allowance from the Contract. Original allowance amount in contract was \$50,000 and \$14,301.19 was utilized during construction. As a result, \$35,698.81 needs to be removed from the contract price.

**Purpose of Change Order:**

Remove the unused portion of the Contract Allowance from Contract-1G.

**Attachments:**

None

# CHANGE ORDER

No. 001G

## Change in Contract Price:

Original Contract Price

\$882,880.00

Previous Change Orders No. 0 to No. 0

\$0.00

Contract Price prior to this Change Order

\$882,880.00

Net increase (decrease) of this Change Order

(\$35,698.81)

Contract Price with all approved Change Orders

\$847,181.19

## Change in Contract Time:

Original Contract Time (Substantial Completion)

September 9, 2012

(days or dates)

Net change from previous Change Orders

0 days

(days or dates)

Contract Time prior to this Change Order

September 9, 2012

(days or dates)

Net increase (decrease) of this Change Order

0 days

(days or dates)

Contract Time with all approved Change Orders

September 9, 2012

(days or dates)

In executing this Change Order, it is mutually agreed that the amounts provided herein will be accepted by the Contractor as full compensation for all costs associated with these changes in the work, including all direct, indirect and impact costs which may be required to complete these changes, and all other work of this Contract, including previously executed Change Orders, if any, within the stipulated Contract Completion Time. This Change Order does not change the Time of Completion of the Contract or the Contract Completion Date currently in effect.

## RECOMMENDED:

by: BS: HLA

Engineer

## APPROVED:

by: \_\_\_\_\_

Owner

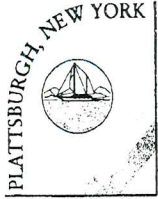
## APPROVED:

by: W.M. Schultz

Contractor

W.M. Schultz Construction, Inc.  
William M. Schultz - President





MUNICIPAL LIGHTING DEPARTMENT  
(A Municipally Owned and Operated Power System)  
**Plattsburgh, New York**

6 Miller Street  
Plattsburgh, New York 12901  
Ph # 518-563-2200  
Fax: 518-563-6690

TO: Mayor James Calnon

FROM: William J. Treacy, P.E., Manager 

RE: Unpaid Final Bill Account Write-off

DATE: October 14, 2014

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be from ***June 1, 2013 to June 30, 2013.*** The amount of the write-off will be **\$5,854.85.** The percentage of write-offs for this period is .61%.

Sales for this time period were \$ 963,091.02.

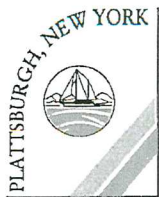
Payments on letters sent out on final accounts for this period were \$3,786.28.

This write-off of unpaid bills represents 42 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$50.00 – 11 customers  
\$50.01 to \$100.00 – 11 customers  
\$100.01 to \$150.00 – 4 customers  
\$150.01 to \$200.00 – 6 customers  
\$200.01 to \$250.00 – 3 customers  
\$250.01 to \$300.00 – 2 customers  
\$300.00 to \$400.00 – 4 customers  
\$526.00 – 1 customer

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain  
Eileen Sickles, Account Systems Supervisor  
Final Bill Account Write-off



**Plattsburgh Police Department**  
45 Pine Street  
**Plattsburgh, New York**

518-563-3411  
518-566-9000 (FAX)

DESMOND J. RACICOT  
Chief of Police

October 15, 2014

Mayor James Calnon  
And members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Ladies and Gentlemen:

I respectfully request your approval to extend the contractual benefits for Officer Sean LaDieu for another 12 weeks due to an on the job injury on August 03, 2014. His first 12 week period will expire on 11/02/14.

Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot  
Plattsburgh Police Department

DJR/hls

## BASIC ACADEMY DIRECTOR AGREEMENT

THIS AGREEMENT is made this 24<sup>th</sup> day of October 2014 by and between THE CITY OF PLATTSBURGH, a municipal corporation with offices at 41 City Hall Place, Plattsburgh, New York and Ronnie L. Santor, whose address is 84 Salmon River Road, Plattsburgh, N.Y.

Whereas the facts and circumstances underlying this agreement are as follows:

1. The Basic Training Course (Academy) for police officers is a DCJS criteria from new recruits. The instruction, scheduling and implementation of these training sessions is pertinent to the day to day operation of the Zone Nine Police Academy.
2. The Academy Director will coordinate and implement these various programs to insure that Academy policies and procedures as well as State and Federal training requirements are met.
3. The Academy Director will maintain records of training, lesson plans, course schedules, rosters and various Department of Criminal Justice Services requirements offered at the Zone Nine Police Academy.
4. Ronnie Santor is retired from the New York State Park Police and is experienced in conducting police training courses. He has the credentials required to act as the Academy Director. (Master certified police instructor).
5. The purpose of this Agreement is to define the services that will be provided by Ronnie Santor and the compensation that will be paid him.

IN CONSIDERATION for the mutual exchange of promises, it is agreed as follows:

1. Ronnie Santor is an independent contractor and will NOT be considered an employee of the City of Plattsburgh Police Department, nor any other police or sheriff's department, while providing services under this agreement. No payroll taxes will be paid or deducted from his compensation, but the compensation paid will be reported to the IRS on a 1099 form.
2. Ronnie Santor will provide the following services in connection with coordination of various courses of instruction:
  1. Prepare the course curriculum, including topics to be covered, content and time as well as develop new courses and programs that increase the training of the Zone 9 Police Academy.
  2. Teach required topics and coordinate the schedules of any other instructors assigned to teach various topics.
  3. Monitor and record class attendance and performance during classroom sessions and maintain department training records.

3. For the above described services, the City of Plattsburgh will pay  
Ronnie Santor the lump sum of \$15,000.00.  
Payable as follows:  
\$5000 due on Feb. 1, 2015  
\$5000 due on May 1, 2015  
\$5000 due on Aug. 1, 2015

CITY OF PLATTSBURGH

By: James Calnon  
Mayor

Date

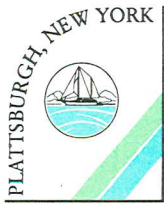
By: Desmond J. Racicot  
Chief of Police

Date

By: Ron Santor  
Academy Director

Date





# Plattsburgh, New York

Richard A. Marks  
City Chamberlain

Department of Finance  
6 Miller Street  
Plattsburgh, NY 12901  
518-563-7704 TEL  
518-563-1714 FAX

TO: Mayor Calnon

FROM: Richard Marks

DATE: October 20, 2014

RE: Parks & Recreation – Budget Adjustment - revised  
Public Works – Budget Transfer  
City Clerk – Budget Transfer

It is being requested from the City Chamberlain to adjust amounts for the 2014 Budget as follows:

Increase Estimated Revenue: Clyde Lewis Reserve Fund Transfer	0000-1128-2882	\$1,603.40
Increase Appropriations: Parks & Beautification – Contract Services	1-8510-000-4430	\$ 593.02
Increase Appropriations: State Retirement – ERS Retirement	1-9010-000-8000	\$1,010.38
Decrease Appropriations: State Retirement – ERS Retirement	1-9010-000-8000	\$2,700.00
Increase Appropriations: Street Maintenance – Capital Outlay	1-5110-000-3000	\$2,700.00
Decrease Appropriations: City Clerk – Regular Payroll	1-1410-000-1100	\$1,858.00
Increase Appropriations: City Clerk – Contract Services	1-1410-000-4430	\$ 858.00
Increase Appropriations: City Clerk – Print/Copy	1-1410-000-4431	\$ 500.00
Increase Appropriations: City Clerk – Postage	1-1410-000-4470	\$ 500.00

This request provides first for an increase in estimated revenue for use of the reserve fund interest to be transferred from the Clyde Lewis Special Reserve for the remaining 2014 unbudgeted costs for maintenance of the U.S. Air Force Museum aircraft. There is a corresponding increase to Parks & Beautification appropriations and an increase to State Retirement appropriations for these contract services for the aircraft maintenance project expenditures that were temporarily covered under an October 3<sup>rd</sup>, 2014, budget transfer with part of the 2014 budgeted retirement surplus. Next, there is an additional transfer of \$2,700 to Street Maintenance from the same State Retirement surplus needed to complete the purchase of the F-250 Ford pick-up being shared 1/3 each to the General, Water and Sewer Funds for a total of \$10,700 a piece, previously estimated to be \$8,000 each on that same October 3<sup>rd</sup>, 2014, budget transfer. Finally, there are transfers within the City Clerk budget to fund the various expenses listed above from the Regular Payroll in order to complete the 2014 budget year.

Thank you for your attention to this request.

CC: Carole Garcia  
Mike Brodi  
Sylvia Parrotte





# Plattsburgh, New York

Richard A. Marks  
City Chamberlain

Department of Finance  
6 Miller Street  
Plattsburgh, NY 12901  
518-563-7704 TEL  
518-563-1714 FAX

Date: October 21, 2014  
MEMO TO: Mayor Calnon  
FROM: Richard Marks  
RE: Water & Sewer Fund – Budget Transfers

It is being requested to adjust amounts for the 2014 Water and Sewer Fund budgets in the Transmission/Distribution and Sanitary Sewer Departments, respectively, as follows:

Decrease Appropriation: Trans./Dist. – Vehicle Parts	4-8340000-4321	\$10,700.00
Increase Appropriation: Trans./Dist. – Motor Vehicles	4-8340000-2300	\$10,700.00
Decrease Appropriation: Trans./Dist. – Vehicle Parts	5-8120000-4321	\$10,700.00
Increase Appropriation: Trans./Dist. – Motor Vehicles	5-8120000-2300	\$10,700.00

This request provides for a transfer within the 2014 Water and Sewer Fund budgets in order for Public Works to purchase an F-250 Ford pick-up truck being shared 1/3 each to the General, Water and Sewer Funds at \$10,700 apiece. The transfer leaves the 2014 Water and Sewer Fund budgets unchanged for total appropriations.

Thank you for your attention to this request.

Cc: Carole Garcia  
Mike Brodi  
Barb Phillips



# Plattsburgh, New York

**Jonathan P. Ruff, P.E.**  
**Environmental Manager**

**41 City Hall Place**  
**Plattsburgh, NY 12901**  
**Phone: 518-563-7731**  
**Fax: 518-563-6083**  
**[ruffj@cityofplattsburgh-ny.gov](mailto:ruffj@cityofplattsburgh-ny.gov)**

October 7, 2014

To: Mayor Calnon and Members  
Of the Common Council

Fr: Jonathan Ruff 

Re: SUNY Morrisville Activated Sludge – Janelle Henry

It is respectfully requested that Janelle Henry be granted permission to attend an “Activated Sludge Wastewater Treatment Plant Process” class at SUNY Morrisville from November 16 – 20, 2014 at an estimated cost of \$1,375. The cost details are attached.

Please contact me if you have any questions.

<u>Date</u>	<u>Room</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Fee</u>	<u>Travel/Misc</u>	<u>Total</u>
11/16/2014	65			20		450	535
11/17/2014	65	10	10	20	525	0	630
11/18/2014	65	10	10	20			105
11/19/2014	65	10	10	20			105
Subtotal:	260	30	30	80	525	450	1375
<b>Total:</b>						<b>\$</b>	<b>1,375</b>



# Plattsburgh, New York

Jonathan P. Ruff, P.E.  
Environmental Manager

41 City Hall Place  
Plattsburgh, NY 12901  
Phone: 518-563-7731  
Fax: 518-563-6083  
[ruffj@cityofplattsburgh-ny.gov](mailto:ruffj@cityofplattsburgh-ny.gov)

October 7, 2014

To: Mayor Calnon and Members  
Of the Common Council

Fr: Jonathan Ruff 

Re: Train the Trainer Course

It is respectfully requested that I be granted permission to attend a "Train the Trainer" course from December 10 – 11, 2014 in Clinton New York at an estimated cost of \$900. The cost details are attached.

This is a required course being able to teach DEC certification and CEU classes in-house.

Please contact me if you have any questions.

<u>Date</u>	<u>Room</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Fee</u>	<u>Travel/Misc</u>	<u>Total</u>
12/9/2014	100			20		300	420
12/10/2014	100	10	10	20	200	0	340
12/11/2014	100	10	10	20			140
Subtotal:	300	20	20	60	200	300	900
<b>Total:</b>							<b>\$ 900</b>

ruff train trainer 2014.xls  
10/8/2014 8:49





MUNICIPAL LIGHTING DEPARTMENT  
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.  
Manager

6 Miller Street  
Plattsburgh, New York 12901  
518-563-2200  
Fax: 518-563-6690

Date: October 14, 2014

To: Mayor Jim Calnon

From: Bill Treacy, Manager

Subj.: MEUA Accounting and Finance Workshop

As Manager of the Municipal Lighting Department, I hereby requests permission for Kelly Clookey to attend the MEUA Accounting and Finance Workshop on October 28-30, 2014 to be held in East Syracuse, NY at an estimated cost of \$ 427.00.

If you have any questions, please contact me.

ATT: 2

Cc: Kelley Clookey, Finance Officer  
Councilor Kasper, MLD Liaison  
Travel File

TRAVEL REQUEST AND AUTHORIZATION - CITY OF PLATTSBURGH

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for Kelly Clookey  
of MLD to travel to East Syracuse, NY  
for MEUA Accounting and Finance Workshop  
on November 28-30, 2014

\_\_\_\_\_  
Hours, Incl. Travel Days

Please attach program or other literature, and back-up for estimated costs.

Estimated Costs:	Mileage	<u>\$ 95.00</u>
	Ferry/Road Tolls	<u>\$ 10.00</u>
	Hotel	<u>\$ 102.00</u>
	Meals	<u>\$ 140.00</u>
	Registration	<u>\$ 80.00</u>
	Personnel Cost (Replacement, overtime & dedicated time of attending personnel)	_____
	TOTAL	<u>\$427.00</u>

Please indicate department budget code from which this trip will be expended: 731.1; 741.1; 781.1

Date: October 14, 2014 Dept. Head: Bill Treacy  
Bill Treacy, Manager

\*\*\*\*\*

AUTHORIZATION:

Pursuant to the authority granted me under the City of  
Plattsburgh Common Council Resolution dated \_\_\_\_\_, I  
do hereby authorize the above travel as requested.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Councilor, Dept. Liaison

\_\_\_\_\_  
Mayor

NOTE: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement for Expenses (C.C. Resolution, Feb. 9, 1989).



# ***Municipal Electric Utilities Association of New York State***

6652 Hammersmith Drive, East Syracuse, New York, 13057

Phone: 315/453-7851 Fax: 315/453-7849

Email: [info@meua.org](mailto:info@meua.org) web site: [www.meua.org](http://www.meua.org)

## **2014 MEUA Accounting/Finance Workshop Agenda October 29-30, 2014**

### **Oct 29, 2014**

- |                         |   |
|-------------------------|---|
| <b>8:00 - 9:00AM</b>    | <b><u>Registration &amp; Welcome</u></b>  |
| <b>9:00 - 10:15AM</b>   | <b><u>Employee Benefits Overview –</u></b> <ul style="list-style-type: none"><li>• Tom Augustini – Haylor, Freyer &amp; Coon</li></ul>  |
| <b>10:15 - 10:30 AM</b> | <b><u>Break</u></b>   |
| <b>10:30 - 12:00PM</b>  | <b><u>Current Fiscal Challenges Facing Local Governments –</u></b> <ul style="list-style-type: none"><li>• Barbara VanEpps, Deputy Director of NYCOM</li></ul>  |
| <b>12:00 - 1:00PM</b>   | <b><u>Lunch</u></b>   |
| <b>1:00 - 2:00PM</b>    | <b><u>Electricity 102 – Utility Basics for Non-Engineers continued –</u></b> <ul style="list-style-type: none"><li>• Matt Hegarty, Engineer – Village of Fairport</li><li>• Owen McIntee, Electric Superintendent, Village of Spencerport</li></ul> |
| <b>2:00 - 2:15PM</b>    | <b><u>Break</u></b>   |
| <b>2:15 - 3:15PM</b>    | <b><u>Simple, Flexible &amp; Convenient Credit Card Payments</u></b> <ul style="list-style-type: none"><li>• Gary DeBaise, Systems East</li></ul>   |
| <b>3:15 - 4:15PM</b>    | <b><u>The PROCESS of continuing Property Records –</u></b> <ul style="list-style-type: none"><li>• Rick Palumbo – Utility Software Acquisitions, LLC</li></ul>  |

### **Oct 30, 2014**

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|------------------------|---|
| <b>8:30 - 9:30AM</b>   | <b><u>The Nuts &amp; Bolts of Tax Assessment Challenges From a Variety of Municipal Perspectives</u></b> <ul style="list-style-type: none"><li>• John Jennings – Harter Secrest &amp; Emery LLP</li></ul> |
| <b>9:30 - 9:45AM</b>   | <b><u>Break</u></b>   |
| <b>9:45 - 11:00 AM</b> | <b><u>“Accounting for Operating Property and Its Implications on Future Rate Filings”</u></b> <ul style="list-style-type: none"><li>• Bill Freitag – SAX/BST</li></ul>                                    |
| <b>11:00 - 12:00PM</b> | <b><u>Q &amp; A – Lead by Bill Freitag</u></b> <ul style="list-style-type: none"><li>• Review topics from previous sessions</li><li>• Concerns at your utility</li></ul>                                  |